



General/Community/Specific Plan Amendment

A. BACKGROUND

The General Plan and related Community and Specific Plans serve as the City's long-range development guide. Specific Plans may also include special development requirements which supplement or supersede zoning requirements. Generally, zoning must be consistent with the General Plan. The process requires review by the City Planning Commission and final review and approval by the City Council. Any request for amendment of the General Plan, a Specific Plan or a Community Plan can be made using the attached forms. In order to process a request, the application forms must be completed fully.

B. FILING DEADLINES

There are different filing deadline schedules depending on the type of amendment requested.

- 1. **New Specific Plan or an Amendment of an existing Specific Plan** — Applications may be made pursuant to the City Planning Commission Tentative Schedule that is attached.
- 2. **Amendments to the General Plan** — Applications are accepted only four times per year (refer to the schedule, below). Amendments processed in conjunction with proposed annexations are not subject to the quarterly filing limitation.

Submittal Deadline	Initiation of Public Notice Review CEQA Cases	CEQA Meeting Date
January 2, 2002	February 1, 2002	February 21, 2002
March 5, 2003	March 28,2003	April 17, 2003
June 4, 2003	June 27, 2002	July 17, 2003
September 10, 2003	October 3, 2003	October 23, 2002
Check Planning	Check Planning	Check Planning

- 3. **Amendments to a Community Plan** — Community Plans are part of the General Plan, therefore, the amendment process is the same as a General Plan. Community Plan amendments initiated by the City Council are not subject to quarterly filing limitation.

C. AMENDMENT HEARING DATES

The hearing dates for individual amendment requests will be scheduled as soon as possible according to variable factors including the number and types of requests received by the City for each filing deadline.

D. ITEMS REQUIRED FOR FILING: CHECK REQUIRED ITEM BEING SUBMITTED.

- 1. **Application:** 1 copy
- 2. **Environmental Information (Initial Study) Form:** 1 copy
- 3. **Fees:**

GP - GENERAL PLAN AMENDMENTS	\$	5,225.00
Additional lot/acre or portion thereof	\$	44.00
Initial Study	\$	264.00
Appeal	\$	825.00

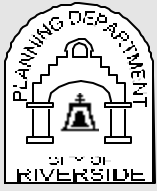
SP - NEW SPECIFIC PLAN	\$	10,060.00
Additional lot/acre or portion thereof	\$	99.00
Initial Study	\$	737.00
Appeal	\$	825.00
SP - EXISTING SPECIFIC PLAN AMENDMENT	\$	6,820.00
Additional lot/acre or portion thereof	\$	99.00
Initial Study	\$	737.00
Appeal	\$	825.00

FILING FEES ARE GENERALLY NOT REFUNDABLE.

- 4. **Plat Map of the property:** If the amendment applies to a specific property, a plat map is required. (A copy of the Assessor's Map of the subject property.)
- 5. **Hazardous Site Review and Hazardous Materials Questionnaire:** If the amendment applies to a specific property the Hazardous Site Review and Hazardous Materials Questionnaire are required.
- 6. **Application to the Riverside County Airport Land Use Commission:** If a project is located within an Airport Influence Area (see attached maps), approval of the proposed project by the Riverside County Airport Land Use Commission (ALUC) may also be required. See the “ALUC Information” handout for further information.

E. GENERAL INFORMATION:

- 1. Items filed for Planning Commission consideration will be conditionally accepted on the presumption that the application is complete and correct. However, should the Planning Department at any time prior to hearing determine that the application is incomplete or inaccurate, it may be rejected for processing or delayed until necessary amendments or additions to the applications are made.
- 2. Applicant, representative, or legal owner should be present at all hearings.
- 3. Written staff reports will be available approximately one week prior to hearing by the Planning Commission.
- 4. Appeal procedures may be obtained at the Planning Department office.
- 5. Some applications may ultimately require preparation and processing of an Environmental Impact Report (EIR). That process, if required, may entail substantial additional application fees and consultant costs and would require several months to complete. Consult the Planning Department staff for details.



GENERAL APPLICATION FORM



Request: _____

(State in detail what you want to do, attach separate sheets as necessary.)

Address of Subject Property: _____

Assessor's Parcel Number(s): _____

Size of Subject Property: _____

- ☐ **Attach a copy of the most recent Grant Deed.**
- ☐ **If your request is not for the entire property described on the deed, also attach a metes and bounds description.**
- ☐ **Attach a copy of the Assessor's Plat Map showing the subject site.**

Legal Owner Information:

I hereby certify that I am (we are) the record owner(s) (for property tax assessment purposes) of the property encompassed by this application. I further waive the right of a decision of the project by the City within the prescribed time limits as set forth in the Municipal Code in the event an Environmental Impact Report is required to be prepared for the project. I also understand and agree that the submittal date of my application will be the filing deadline following receipt of my request.

Signature: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone: (____) _____ Facsimile: (____) _____

E-Mail Address: _____

Applicant Information:

(If other than legal owner)

Printed Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Daytime Telephone: (____) _____

Facsimile: (____) _____

E-Mail Address: _____

Representative Information:

(If other than applicant)

Printed Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Daytime Telephone: (____) _____

Facsimile: (____) _____

E-Mail Address: _____

If any other person should be notified regarding the processing of this request, attach the name, address, and telephone number on an additional sheet and check this box ' ' .

Notice: Failure to fully complete this application or provide attachments will cause a processing delay or its rejection.

THIS SECTION TO BE COMPLETED BY STAFF

Type of Case: _____ Received By: _____ Hearing Date: _____ CEQA' NONCEQA'

Filing Fee: _____ Date: _____ Filing Deadline: _____ TEAM: N ' S ' C '

Memo: _____ Entered in Caselogs '

For Questions Contact the Planner on Duty
3900 Main Street, Riverside, CA 92522
Telephone (909) 826-5371, Facsimile (909) 826-5622



CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS

To the Applicant:

The California Environmental Quality Act (CEQA) requires that various development projects be analyzed by local governments to determine whether the project will have a significant effect on the environment. An environmental determination must be made prior to final action on the project.

In order for the City to expedite your application and satisfy State law, please complete the attached Environmental Information Form. This form is required to be completed and submitted as part of the project application package to the Planning Department. A fee in an amount established by City resolution must also be submitted with the completed form.

The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review by the appropriate board or commission.

When completing the form please consider all known aspects of the project in your responses. For example, if a project is to be developed in phases, answer each question considering the project's impact when totally built out.

Following review of the completed Environmental Information Form and the accompanying project application package, the Planning Department will make an initial environmental finding and recommendation regarding whether or not an Environmental Impact Report should be prepared on the project. The initial finding and recommendation will then be forwarded to the appropriate City Board or Commission reviewing the application. Should the Board or Commission find that a project will not have a significant effect on the environment, the processing of the application will continue with the responsible City government body acting upon the applicant's request. If the project is approved with a finding that it has no significant effect on the environment, then the City will adopt a Negative Declaration. However, if the Board or Commission finds that the proposed project could have a significant effect on the environment, then the preparation of an Environmental Impact Report (EIR) is required before a final decision can be made on the project. Any person aggrieved or affected by an environmental finding of the Planning Commission or the Board of Administrative Appeal and Zoning Adjustment may appeal to the City Council. Appeal procedure information is available in the Planning Department, City Hall, 3900 Main Street, Riverside. The decision of the City Council is final. If an EIR is required, it is the City's responsibility to administer preparation of that document. The applicant will be responsible for paying the cost of EIR preparation and providing data which may be necessary for the City to prepare the EIR.

After the project is approved by the City, CEQA requires that a Notice of Determination be filed with the County Clerk and/or State Office of Planning and Research. Filing of the Notice begins a 30 day statute of limitations in which legal challenges to the project approval may be filed based upon issues of CEQA compliance. A 180 day statute of limitations would apply if this notice is not filed. As of January 1, 1991, State law also requires that additional fees be paid to the State Department of Fish and Game in conjunction with filing of the Notice of Determination. The applicant is responsible for paying all fees and filing the Notice of Determination. A letter, explaining in detail the requirements and fees associated with filing of the Notice of Determination, will be mailed to the project applicant once the project is approved by the City.

City of Riverside
ENVIRONMENTAL INFORMATION FORM
DATA REQUIRED FROM THE APPLICANT

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Name, address and phone number of person to be contacted concerning this project:

3. Address, Assessor Parcel Number and size of the project site:

4. Project type (i.e. tract map, CUP, grading plan, etc.)

5. List and describe any other related permits and other public approvals required for this project, including those required by City, Regional, State and Federal agencies:

PROJECT DESCRIPTION

6. Provide a written description of the proposed project. (Include and describe any projects which may be necessitated as a result of approving this project; e.g., sewer and water line extensions and whether the project is a phase or portion of a larger project.)

ENVIRONMENTAL SETTING

7. Provide a written description of the project site as it presently exists including land uses, information on topography, natural slope, soil stability, , and any cultural, historical, or scenic characteristics.

8. Describe the existing plant community(ies) occurring on site (ie. agriculture, coastal sage scrub, non-native grasslands, riparian, etc.). Indicate approximate acreage for each different type.

Continued on Next Page

PROJECT IMPACTS

9. Describe the impact of the project on existing public facilities and services such as streets, schools, flood control facilities and the like.

Are the following items applicable to the project or its effects? Discuss all items checked "yes" on additional sheets and attach as necessary.

YES NO

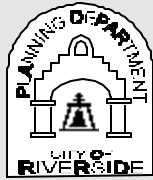
- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Could the project be substantially affected by any natural or manmade features present on or near the project site? Examples of such features include the location and/or construction of facilities in a floodplain or natural drainage channel, near an earthquake fault, immediately adjacent to a freeway or in close proximity to an aircraft flight path. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Could the project substantially affect any natural or manmade features presented on or near the project site? Examples of such include change in topography, change in scenic views or vistas from existing residential areas or public lands, change in pattern, scale or character of general area of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Could the project change groundwater quality or quantity, or alter existing drainage patterns? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Will the project involve the application, use or disposal of potentially hazardous materials such as pesticides or high explosives during project construction and/or following completion? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Will the project generate substantial amounts of solid waste or litter during project construction and/or following completion? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. | Will the project involve construction of facilities on an <u>existing</u> slope of 10 percent or greater? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. | Will significant amounts of noise be generated by the project during construction and/or following completion? Example would include blasting during construction and machinery operation following completion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. | Will the project result in the generation of significant amounts of dust, particulate matter or chemical aerosols during construction and/or following completion? |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. | Will the project significantly affect any form of fish, wildlife, or plant life in the area of the project? |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. | Will the project substantially increase fossil fuel consumption (electricity, natural gas, etc.)? |

CERTIFICATION

Thereby certify that the statements made herein and in the attached exhibits require for this initial environmental evaluation are true and correct to the best of my knowledge and belief.

Signature _____ Date _____

Applicant



TO THE APPLICANT:

Subsection 65962.5(e) of the California Government Code requires that no application for a development project be accepted as complete unless accompanied by a signed statement by the applicant that the Hazardous Waste and Substances Sites List has been consulted to determine whether or not the proposed development site is included on the list. The sites list is prepared and annually updated by the Governor's Office of Planning and Research. A copy of the current list for the City of Riverside may be viewed or obtained at the Riverside City Planning Department, 3900 Main Street, Riverside, California, 92522.

You are required to fully complete the following information and submit it with your development project application. Please type or print all answers except for the signature block.

PROJECT ADDRESS (if known): _____

ASSESSOR'S PARCEL NUMBER(S): _____

GENERAL LOCATION OF PROJECT SITE: _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S TELEPHONE NUMBER:(____)_____

CERTIFICATION

The Hazardous Waste and Substances Sites List on file with the City of Riverside Planning Department has been consulted and the above identified development project site has been found (check appropriate box below)

_____ to fall within an identified hazardous site.

_____ not to fall within an identified hazardous site.

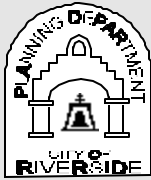
Applicant's Signature Date

FOR OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____



Hazardous Materials Questionnaire

Dear Business Person:

The following questionnaire is required to be completed and submitted with your building plans. Building plans shall not be accepted by the City of Riverside Fire Department unless all information on this form has been completed. Based on response provided, additional information may be required. If you have any questions, call the City of Riverside Fire Department's Hazardous Materials Officer or the Fire Protection Analyst at (909) 826-5321.

HAZARDOUS MATERIAL means any material that because of its quantity, concentration, or physical or chemical characteristics poses a significant present or potential hazard to human health and safety or to the environment if released into the work place or the environment. "Hazardous Materials" include, but are not limited to, hazardous substances, hazardous waste, and any material that the Administering Agency has a reasonable basis for believing would be injurious to the health and safety of persons or harmful to the environment if released into the work place or the environment.

ACUTELY HAZARDOUS MATERIAL (AHM) is identified for federal regulation requirements in the April 22, 1987, Federal Register and amended in the February 25, 1988, Federal Register.

Each question below must be answered by checking the appropriate box as it applies to your facility.

YES NO

- ☐ ☐
1. Do you intend to manufacture, store, or use hazardous materials at this facility?
- ☐ ☐
2. Is there a school, hospital, or long-term care facility located within 1000 feet of your proposed place of business?
- ☐ ☐
3. Is any Acutely Hazardous Material (AHM) manufactured or used in a chemical reaction?
- ☐ ☐
4. Is any flammable gas, flammable liquid, or potentially explosive material manufactured or used in a chemical reaction?
- ☐ ☐
5. Can any unplanned release of an AHM to the atmosphere result from the malfunction of any scrubbing, treatment, or neutralization system or from a pressure relief device discharge directly into the atmosphere?
- ☐ ☐
6. Does any physical or chemical process involve the production or use of more than the Threshold Planning Quantity (TPQ) of any AHM at any one time?
- ☐ ☐
7. Is there an ignition source such as a fired heater or other open flame within 100 feet of any process, storage, or transfer area where a flammable or explosive AHM is present in excess of its TPQ; or is any other AHM present in excess of its TPQ at the same time as any other flammable material in excess of 10,000 lbs. except where there is a firewall providing separation?
8. Is any equipment or piping handling any AHM:
- ☐ ☐
- a. More than 10 years old?
- ☐ ☐
- b. More than 25 years old?

Business Name: _____

Business Address: _____

Phone Number: (Home) _____ (Work) _____

I certify under the penalty of perjury the foregoing information is true and correct to the best of my knowledge.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

FOR PLANNING OFFICE USE ONLY

Type of Case _____ Date RCVD _____ Hearing Date _____

Case # _____ Please respond to Planning by _____

Name of Planner _____ Date Sent to Fire Dept. _____

FOR FIRE DEPARTMENT OFFICE USE ONLY

Date received (PC) _____ Received by (PC) _____

Date received (HM) _____ Received by (HM) _____

RMPP: (Y) _____ (N) _____ BEP: (Y) ____ (N) ____ Req. By: ____ Date _____ (89)